

Management Committee. The chairperson will have the casting vote at all relevant meetings of the club in the event of equality.

**4.1.3 Secretary** To conduct the affairs of the club under the direction of the Management Committee. To conduct the correspondence of the club and keep custody of all Club documents. To keep full minutes of all relevant meetings of the Club and the Management Committee. To keep a register of Club members contact details and administer such insurance policies as may be required to fully protect the interests of the Club, Officers and members.

**4.1.4 Treasurer** To be responsible for the financial management of the club, collecting all relevant fees from Club members and to make all relevant payments on behalf of the club. To prepare and present Annual Balanced Accounts at the Annual General Meeting and present accounts as required by the Committee.

**4.1.5 Captain (Men)** To be responsible for the arrangement and selection of men's representative teams for all relevant competitions.

**4.1.6 Captain (Ladies)** To be responsible for the arrangement and selection of ladies' representative teams for all relevant competitions.

**4.1.7 Fixtures Secretary** To arrange all friendly matches and to co-ordinate all the fixtures of the Club as approved by the Committee.

**4.1.8 Competition Secretary** To arrange all Club competitions, collect entrance fees and prepare Competition Rules as approved by the Committee. To adjudicate on any matters of difference between competitors during competitions.

**4.2** In addition to the Officers, one or two male and one or two female full members of the Club shall be elected to the Committee. All Officers of the Club and Committee members shall be eligible for re-election to the same office or another office at the end of their current period of election

## **5. Membership**

**5.1** Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis.

**5.2** The Executive Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

**5.3 Categories of Membership** The Club may have different classes of membership and subscription on a non-discriminatory and fair basis as decided by the Management Committee. These will be set out on the application form with the relevant subscription fee and may include: